



FIRE ALARM SYSTEM
PLANS SUBMITTAL CHECKLIST NFPA 72 (2013 EDITION)

Occupancy Name

Occupancy Address

Company Name and Address of Design Professional, Contractor or Contractor's Representative

Email and Phone Number of Design Professional, Contractor or Contractor's Representative

The following Fire Alarm Plans Submittal Checklist is required information for fire alarm permit review. Use of the form does not guarantee that plans will be accepted on the first submittal, but will aid in reducing the number of re-submittals required due to the lack of information or conflicting information being provided. **This checklist should not be considered to be all inclusive. Additional information may be required. Use of this checklist will not eliminate the requirement for a good knowledge and understanding of NFPA 72, National Fire Alarm Code, and/or NFPA 70, National Electrical Code.**

For issuance of the fire alarm permit and prior to any installation and request for fire alarm concealment inspections, the following information and/or forms shall be completed, submitted and approved.

- Fire System permit application.**
- An electronic set of plans in PDF or TIF format, or provide three (3) printed sets of shop drawings/plans. (if As-Built drawings are required at project completion provide 3 corrected sets for approval)**
- Fire Alarm System Plans are signed and sealed by a NM Professional Engineer**

(Per the New Mexico State Fire Marshal's Office, Plans Review Submittal Requirements Revised: January 22, 2018)

Any material installed or work performed prior to the issuance of a permit will be subject to two times the permit fee and/or required to be removed. A hard copy of the permit and an the approved site plan are required to be maintained on the tent site at all times and must be on site prior to any work being performed unless a limited early start request has been granted. Limited early start requests are considered on a case by case basis, are required to be submitted in writing on letter head and are not automatically granted.

10.5.1 System Designer.

10.5.1.1 Fire alarm system and emergency communications system plans and specifications shall be developed in accordance with this Code by persons who are experienced in the proper design, application, installation, and testing of the systems.

10.5.1.2 State or local licensure regulations shall be followed to determine qualified personnel. Depending on state or local licensure regulations, qualified personnel shall include, but not be limited to, one or more of the following:

- (1) Personnel who are registered, licensed, or certified by a state or local authority
- (2) Personnel who are certified by a nationally recognized certification organization acceptable to the authority having jurisdiction
- (3) Personnel who are factory trained and certified for fire alarm system design and/or emergency communication system design of the specific type and brand of system and who are acceptable to the authority having jurisdiction

10.5.1.3 The system designer shall be identified on the system design documents.



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10.5.1.4 The system designer shall provide evidence of their qualifications and/or certifications when required by the authority having jurisdiction.

7.4.2 Shop drawings shall be drawn to an indicated scale, on sheets of uniform size, with a plan of each floor.

7.4.3 Shop drawings for fire alarm and emergency communications systems shall provide basic information and shall provide the basis for the record (as-built) drawings required in accordance with 7.5.2.

7.4.4 Shop drawings shall include the following information:

- (1) Name of protected premises, owner, and occupant (where applicable)
- (2) Name of installer or contractor
- (3) Location of protected premises
- (4) Device legend and symbols in accordance with NFPA 170, or other symbols acceptable to the authority having jurisdiction
- (5) Date of issue and any revision dates

7.4.5 Floor plan drawings shall be drawn to an indicated scale and shall include the following information, where applicable for the particular system:

- (1) Floor or level identification
- (2) Point of compass (indication of North)
- (3) Graphic scale
- (4) All walls and doors
- (5) All partitions extending to within 15 percent of the ceiling height (where applicable and when known)
- (6) Room and area descriptions
- (7) System devices/component locations
- (8) Locations of fire alarm primary power disconnecting means
- (9) Locations of monitor/control interfaces to other systems
- (10) System riser locations
- (11) Type and number of system components/devices on each circuit, on each floor or level
- (12) Type and quantity of conductors and conduit (if used) for each circuit
- (13) Identification of any ceiling over 10 ft (3.0 m) in height where automatic fire detection is being proposed
- (14) Details of ceiling geometries, including beams and solid joists, where automatic fire detection is being proposed
- (15) Where known, acoustic properties of spaces

7.4.6 System riser diagrams shall be coordinated with the floor plans and shall include the following information:

- (1) General arrangement of the system in building cross-section
- (2) Number of risers
- (3) Type and number of circuits in each riser
- (4) Type and number of system components/devices on each circuit, on each floor or level
- (5) Number of conductors for each circuit

7.4.7 Control unit diagrams shall be provided for all control equipment (i.e., equipment listed as either a control unit or control unit accessory), power supplies, battery chargers, and annunciators and shall include the following information:

- (1) Identification of the control equipment depicted
- (2) Location(s) of control equipment
- (3) All field wiring terminals and terminal identifications
- (4) All circuits connected to field wiring terminals and circuit identifications
- (5) All indicators and manual controls
- (6) Field connections to supervising station signaling equipment, releasing equipment, or emergency safety control interfaces, where provided



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7.4.7 Control unit diagrams shall be provided for all control equipment (i.e., equipment listed as either a control unit or control unit accessory), power supplies, battery chargers, and annunciators and shall include the following information:

- (1) Identification of the control equipment depicted
- (2) Location(s) of control equipment
- (3) All field wiring terminals and terminal identifications
- (4) All circuits connected to field wiring terminals and circuit identifications
- (5) All indicators and manual controls
- (6) Field connections to supervising station signaling equipment, releasing equipment, or emergency safety control interfaces, where provided

7.4.8 Typical wiring diagrams shall be provided for all initiating devices, notification appliances, remote indicators, annunciators, remote test stations, and end-of-line and power supervisory devices.

7.4.9 A narrative description or input/output matrix of operation shall be provided to describe the sequence of operation.

7.4.10 System calculations shall be included as follows:

- (1) Battery calculations
- (2) Notification appliance circuit voltage drop calculations
- (3) Other required calculations, such as line resistance calculations, where required

7.5.5.1 Record drawings shall consist of current updated and shop drawings reflecting the actual installation of all system equipment, components, and wiring.

7.5.5.2 A sequence of operations in input/output matrix or narrative form shall be provided with the record drawings to reflect actual programming at the time of completion.

7.5.5.3 Where necessary, revised calculations in accordance with 7.4.10 shall be provided depicting any changes due to installation conditions.

7.5.5.4 Record drawings shall be turned over to the owner with a copy placed inside the documentation cabinet in accordance with Section 7.7.

7.5.5.5 Record drawings shall include approval documentation resulting from variances, performance-based designs, risk analyses, and other system evaluations or variations.

I attest that all required and applicable information noted above has been provided for review and approval and understand that inadequate or incorrect content is cause for permit denial.

Occupancy Name

Occupancy Address

I attest that all applicable information noted above has been provided for review and approval and accept responsibility for its content, errors or omissions.

Name of Design Professional, Contractor or Contractor's Representative

Date